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**General Operating Policy: Newberg School-Based Health Center
Working Alone Policy**

Purpose

To maintain a safe and efficient environment for students to access care when unexpected circumstances result in limited staffing at the SBHC.

Policy

In the event that only one staff member is available to work in the SBHC space, all attempts will be made to find additional support. If only one employee still remains, the procedure below will be followed to safely care for students in a timely manner.

Procedure

- A. Post sign on front door notifying students to call direct telephone line to check in prior to entering SBHC.
- B. Lock front door.
- C. Carry transportable telephone to receive calls from anyone who arrives at the front door during operating hours.
- D. Verify patient information by telephone prior to allowing access to building.
- E. No sensitive exams will be conducted with only one staff member on site.

Stakeholders

Providence Oregon Medical Group – Access Strategies
Providence Behavioral Health Services
Newberg Public Schools
Oregon Health Authority, Oregon School Based Health Centers
Yamhill County Public Health

List Cross-References

Oregon Health Authority, Oregon School-Based Health Centers Standards for Certification,
Version 4 (Oregon School-Based Health Centers)

Oregon Providence Medical Group, Chaperone Policy (PolicyStat ID: 11414392)